

LAND DEVELOPMENT - GUIDES - POLICIES - REFERENCES - AND - STANDARDS

You are now in a document in the Socrata Document Server. The Socrata Document Server is where all of the Land Development Division Documents are stored. LDD has over 300 documents that are important to the Land Development Process. Socrata is like a large bucket with all the documents dumped into the bucket. Therefore, it can be a challenge to find a specific document. LDD has therefore provided this guide to help in your search and to hopefully provide an improved means of identifying the document(s) that are important to you in your endeavors to work with the LDD staff.

Some of our customers are not involved in the Land Development Process and are only looking to obtain **MINOR Infrastructure Permits (i.e. LDD Permits for Sidewalk, Curbs and Gutters, and Drive Approaches – for new or restoration work)**, such as a resident or business owner.

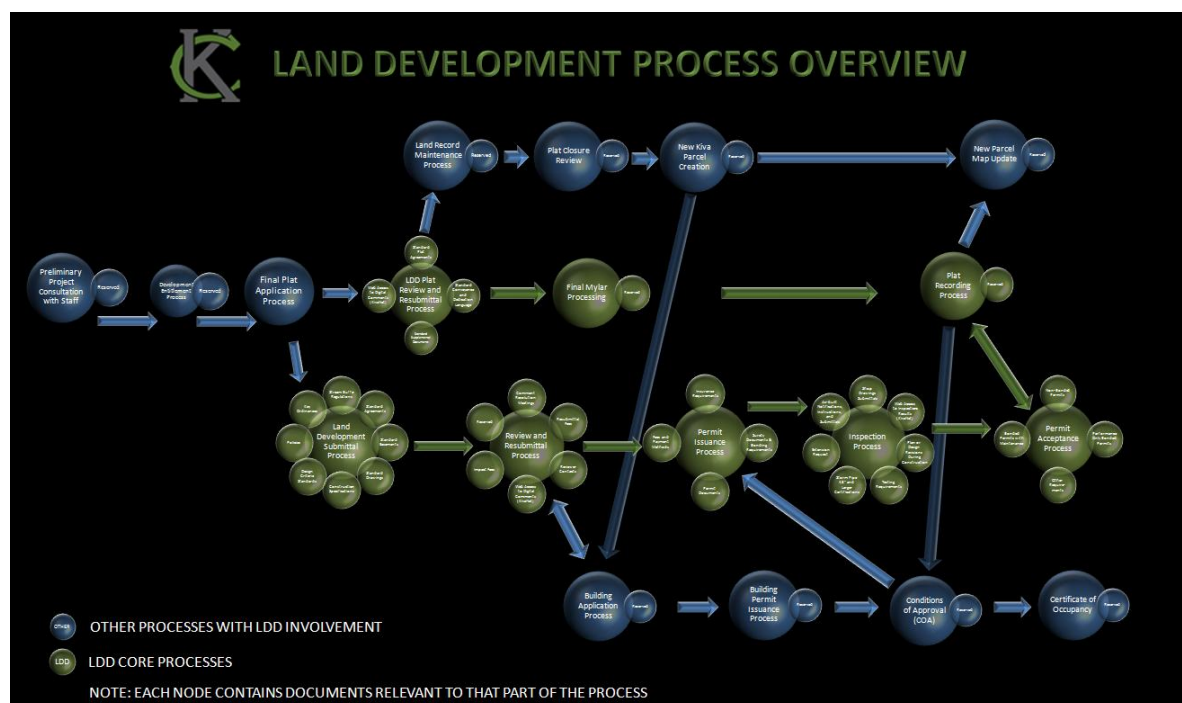
You will not need to understand how to research documents in Socrata, so we have provided the following link to assist you in your abbreviated work with LDD:

[I just need to get a MINOR Infrastructure Permit](#)

Please read this entire document before proceeding to the above link.

For all other customers who are involved in the Development Process and wish to understand or find the key documents related to the Land Development Process, we have developed two key ways to find these documents.

The first way uses a process chart (Process Overview page), that provides links to key guides, policies, standards, and regulations, etc., (i.e. documents) based on the process node of interest. Simply click on the graphic below to launch this document search approach in Socrata. Each node is a descriptive link to the document(s) you need with



built in return links and graphics showing where you are in the process. Some node documents contain additional links. The browser back arrow will always bring you back. The second approach utilizes Socrata's built in sorting capabilities and document tags.

Go to the Socrata home screen <https://data.kcmo.org/>

Many of the LDD documents are in the Socrata subcategory "Land Development" under the "Development" main category (see left margin – you may need to expand the categories to see the "Development" category and click on Development to see the subcategories) with the exception of Information Bulletins.

The screenshot shows the City of Kansas City Socrata data portal. The header includes the city logo and navigation links: Home, KCStat, Data Ideas, Hello, Dion Waldon, Administration, Help, Sign out. The left sidebar contains a search bar, 'Clear All Options', 'View Types' (Datasets, Charts, Maps, Calendars, Filtered Views, External Datasets, Files and Documents, Forms), and a 'Categories' list. The 'Land Development' category is highlighted with a red circle. The main content area displays 'Results matching category of Land Development' with a table of 10 items. Each item includes a checkbox, a title, a description, a popularity count, and a type icon.

	Name	Popularity	Type
<input checked="" type="checkbox"/>	1. Administration Group Described Administration Group Described	0 views	✓
<input checked="" type="checkbox"/>	2. Blasting Notification Fax Or E-mail Blasting Notification Fax Or E-mail	1 view	✓
<input checked="" type="checkbox"/>	3. Consent Form Download to Edit Consent Form Download to Edit	3 views	✓
<input checked="" type="checkbox"/>	4. Banner Application Banner Application	1 view	✓
<input checked="" type="checkbox"/>	5. Accord Form Insurance Certificate Example Accord Form Insurance Certificate Example	1 view	✓
<input checked="" type="checkbox"/>	6. Electronic Minor Infrastructure SEC1 Permit Application MSWord Electronic Minor Infrastructure SEC1 Permit Application MSWord	7 views	✓
<input checked="" type="checkbox"/>	7. Electronic Minor Infrastructure SEC1 Permit Application Electronic Minor Infrastructure SEC1 Permit Application	6 views	✓
<input checked="" type="checkbox"/>	8. I just need to get a MINOR Infrastructure Permit I just need to get a minor MINOR Infrastructure Permit	12 views	✓
<input checked="" type="checkbox"/>	9. Land Record Maintenance Process Master Land Record Maintenance Process Master	9 views	✓
<input checked="" type="checkbox"/>	10. New Parcel Map Update Master New Parcel Map Update Master	9 views	✓

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Land Development Division is made up of the following Groups:

- Plan Review – Supervisor Tom K. Nguyen
- Permit – Supervisor (vacant)
- Inspection – Supervisor (Kevin Scott)
- Plat Review – Supervisor (Pam Powell)
- Administration – Supervisor (Maxine McMullen)

You can search specifically for documents related to a specific LDD Groups, by using the "Idd" + "division name" (i.e. search key word). Simply enter the search box to enter key search strings, such as:

"Idd plan review" to get all LDD Plan Review related documents

"Idd plat review" to get all LDD Plat Review related documents

"Idd permits" to get all LDD Permits related documents

"Idd inspection" to get all LDD Inspection related documents

"Idd easement" to get all LDD easement documents

"Idd application" to get all LDD applications

Etc.

Nearly all of the LDD documents are in the [Land Development](#) subcategory. However there are so many documents (over 300), this approach to finding a specific document can be time consuming and cumbersome, as it requires reviewing many more documents to identify the correct document. Many of the Socrata documents are Adobe pdf format. Where there was a need for an editable document we have tried to upload MS Word documents, some of which have protected sections. However Socrata does not have the capability to view this format while in Socrata, so you will need to download them to open them up for viewing and editing on your computer (stored in MS Word 93-2007 “.doc” format). If there is a document(s) you wish would be in editable format, please contact LDD (816) 513-1500 Option 2 and ask our Administrative staff for assistance and we can update our Socrata links to include those documents in editable format.

MORE LAND DEVELOPMENT DIVISION FUNCTIONAL INFORMATION – Please read!

The Land Development Division is involved in the development of land process from start to finish. We are predominantly concerned with addressing the project's impacts to the streets, storm sewers (stormwater management and conveyance systems), sanitary sewers, streetlights, street signals, and sight disturbance (erosion and sediment control on 1 acre and larger disturbances) infrastructure.

The following is a list of the activities our division is involved in or that we administer for Land Development Activities. Click the Group name to get more detailed service information.

- 1) **Plan Review** Group reviews nearly all development applications submitted to Development Management Division for determination of impact too, modification of, or required for public infrastructure improvements conditions as a result of the development proposal. This group reviews the infrastructure plans submitted to satisfy development conditions later in the process. They also review all changes to these documents that may be required during the construction process, and they review all final as-built documents.
- 2) **Permitting** Group coordinates with the Permittee for proper permit issuance of the records provided by the Plan Review Group.
- 3) **Plats Review** Group reviews and coordinates their review of all plat related documents that are required by the development project. The Plat applications are required prior to or concurrently with submitting the infrastructure improvements to the Plan Review Group. This is to ensure that the required conveyances, dedications, and reservations match the infrastructure plans.
- 4) **Inspection** Group inspects the permits issued by LDD.

- 5) **Administration** Group handles many customer support functions including. This highly trained Customer Support Staff can assist you with all LDD functions. Please feel free to contact them at (816) 513-1500 Option 2.

- a) Request for As-built Letters
- b) Construction Start of Maintenance Letters
- c) Permit/Bond Release Letters
- d) Cash Bond Releases
- e) Banner Applications – See [Policies Master](#)
- f) Blasting Notifications – See [Policies Master](#)
- g) Other items (see Administration link above)